



JENNIFER GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HISTORY, ARTS AND LIBRARIES
LANSING

DR. WILLIAM ANDERSON
DIRECTOR

MEMORANDUM

TO: Local Government Officials
FROM: Debra Gearhart, Director
DATE: May 23, 2007
SUBJECT: Free Records Management Workshops

Everyday Michigan citizens use the records managed by more than 2,300 units of local government. As the 2005 hurricane season has demonstrated for the residents in the effected area, the loss of local government records creates many challenges. Buying and selling land, solving criminal cases, and receiving health care were just a few of the services which were challenged by the loss of records. Fulfilling basic administrative, fiscal, and legal functions of government was severely impacted by the loss of or damage to local records.

The State of Michigan Records Management Services is presenting a **free** 3-hour workshop that will provide an introduction and overview of records management responsibilities of local governments. Information about the workshop is available online at

http://www.michigan.gov/documents/hal/mhc_rm_localworkshop_185688_7.pdf.

The workshop will be offered on **August 9, 2007 in Escanaba** and **September 17, 2007 in Lansing** from 1-4 p.m., so you can select the date/location that works best for you. Workshop sessions are available on a first-come first-serve basis, so register early. Walk-ins will be accepted if space is available. Register online at:

<http://www.surveymonkey.com/s.asp?u=48733888084>.

Who should attend? Local government officials working for counties, cities, townships and school districts, including clerks, treasurers, law enforcement, fire, courts, building and planning, attorneys, information technology, finance, human resources, librarians, school officials, etc. Please help us distribute information about this workshop to your co-workers in other local government offices.

Please contact the Records Management Services at (517) 335-8222 if you have any questions about this workshop. Thank you.

For more information about the State of Michigan, Records Management Services, please visit our website, <http://www.michigan.gov/recordsmanagement/>.